

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1130    **TITLE:** DIRECTOR OF TAX ADMINISTRATION    **GRADE:** E-12

**DEFINITION:**

Under policy and administrative direction, plans, organizes, and directs the activities of the Department of Tax Administration and serves as Deputy Director of Finance for Tax Collections; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

This is an exempt, non-merit agency director class.

**ILLUSTRATIVE DUTIES:**

Oversees the administration of revenue-producing assessment programs (i.e., Personal Property; Business Personal Property; Business, Professional, and Occupational Licenses; Tax Relief, and Real Property Assessment) as directed by the Code of Virginia, assuring equity and uniformity in their application;

Administers aggressive delinquent collection programs;

Enforces and interprets Virginia Code applicable to all aspects of taxation and the portions of the Virginia Constitution which pertain to taxes and applies them to daily operations;

Manages the collection of all County and State income taxes, auto licenses, and miscellaneous fees and assumes accountability for all monies collected;

Provides staff support to elected officials on the interpretation and clarification of assessment programs and issues;

Develops and administers the agency's annual operating budget;

Confers and corresponds with individual taxpayers and interested groups on problems and appeals relating to property assessments, tax liability, and license requirements;

Oversees the assessment of real and tangible personal property for tax purposes, the processing and auditing of State and County licenses, and the administration of State income tax and other State programs;

Assigns work and sets priorities;

Ensures that staff have the professional skills required for the assessment/auditing of diverse and complex real and business personal property;

Directs the analysis, documentation and projection of revenue trends for major revenue sources (i.e., real property and personal property);

Analyzes complex variables and technical issues (e.g., migration of vehicles through the County, gross receipts tax, business trends, real estate market prices, etc.) to accurately forecast yearly revenues;

Directs the planning, development, logistics, implementation, and critique of special projects (e.g., SMILES Program) to improve efficiency and customer service;

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Makes presentations to the public and elected officials on proposed policy or rate changes for the Business, Professional, and Occupational Licenses or Real Estate Assessments;  
Oversees any litigation proceedings involving the Department of Tax Administration;  
Directs the study of operating policies and procedures, and the development and installation of new forms, equipment, and procedures as required;  
Participates in professional meetings and activities to keep informed of trends and new developments in assessment administration;  
Directs the preparation of regular and special reports;  
Extensive knowledge of the principles, laws, and procedures of local and state tax administration;  
Knowledge of the principles and practices of public finance, including budgeting;  
Knowledge of assessment-related automated systems;  
Knowledge of the principles and practices of organization, management, and personnel administration;  
Ability to plan, organize, and direct the work of a large staff;  
Ability to establish and maintain effective working relationships with taxpayers, the public, and other officials.

### **EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to:

Graduation from an accredited four-year college or university with a degree in public administration, business administration, economics, or a related field; PLUS  
Eight years of increasingly responsible, professional real estate/personal property appraisal or local and state business licensing administration experience, including two years at a management level.

### **CERTIFICATES AND LICENSES REQUIRED:**

Not applicable.

### **NECESSARY SPECIAL REQUIREMENTS:**

This position, because it is one with financial responsibility, will be subject to a criminal history record check and credit check as a condition of hiring and periodically thereafter. Applicant or employee will be required to submit a request for a criminal history record check and credit check to the appropriate agency. **Applicants/employee in this position must demonstrate financial responsibility in personal finances as a condition of employment.**

REVISED: April 16, 2002  
REVISED: November 23, 1994  
REVISED: December 10, 1993  
REVISED: November 22, 1985